

# Charter School Renewal Application *Applicant's Guide*

*Final*

*May 22, 2018*



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## Purpose of Applicant's Guide

This document is intended to provide transparency to the Madison Metropolitan School District's (MMSD or District) charter school renewal application process by providing all necessary information regarding the District's charter school renewal process. Embedded into this Applicant's Guide is the Board of Education policy requirements for renewal for all charter schools, including the [NACSA Standards](#).

The Applicant's Guide includes:

- A summary of the renewal process;
- A timeline of the renewal process;
- A delineation of MMSD resources available to all renewal applicants to support the renewal process; and,
- The required content, minimum expectations and parameters (where they exist), data required and community input/feedback requirements, as appropriate, for each section of the [Renewal Application](#) (Renewal Application link found in the Appendix)

For questions and comments on this document, please contact the Chief of Staff's Office at (608) 442-2145.

## Vision for MMSD Charter Schools

In line with our improvement strategy, we look for our charter schools to be drivers of school-wide innovation for the rest of the school district, to expand academic and enrichment opportunities for students, and to accelerate outcomes, particularly for those students who we have not served well enough.

The MMSD defines [innovation](#) as the process of trying something new or different that has the potential to address an identified need and produce better outcomes for students. Where possible and appropriate, our goal would be to bring proven charter innovation to scale.

It is the policy of the School Board to consider the establishment of charter schools that support the District's mission and belief statements and as provided by law. The Board believes that the creation of charter schools can enhance the educational opportunities for Madison Metropolitan School District students



by providing innovative and distinctive educational programs and by giving parents/students more educational options within the DISTRICT. Only charter schools that are an instrumentality of the DISTRICT will be considered by the BOARD.

The Board further believes that certain values and principles must be integrated into all work involving the conceptualization, development and implementation of a new charter school. These guiding principles are as follows:

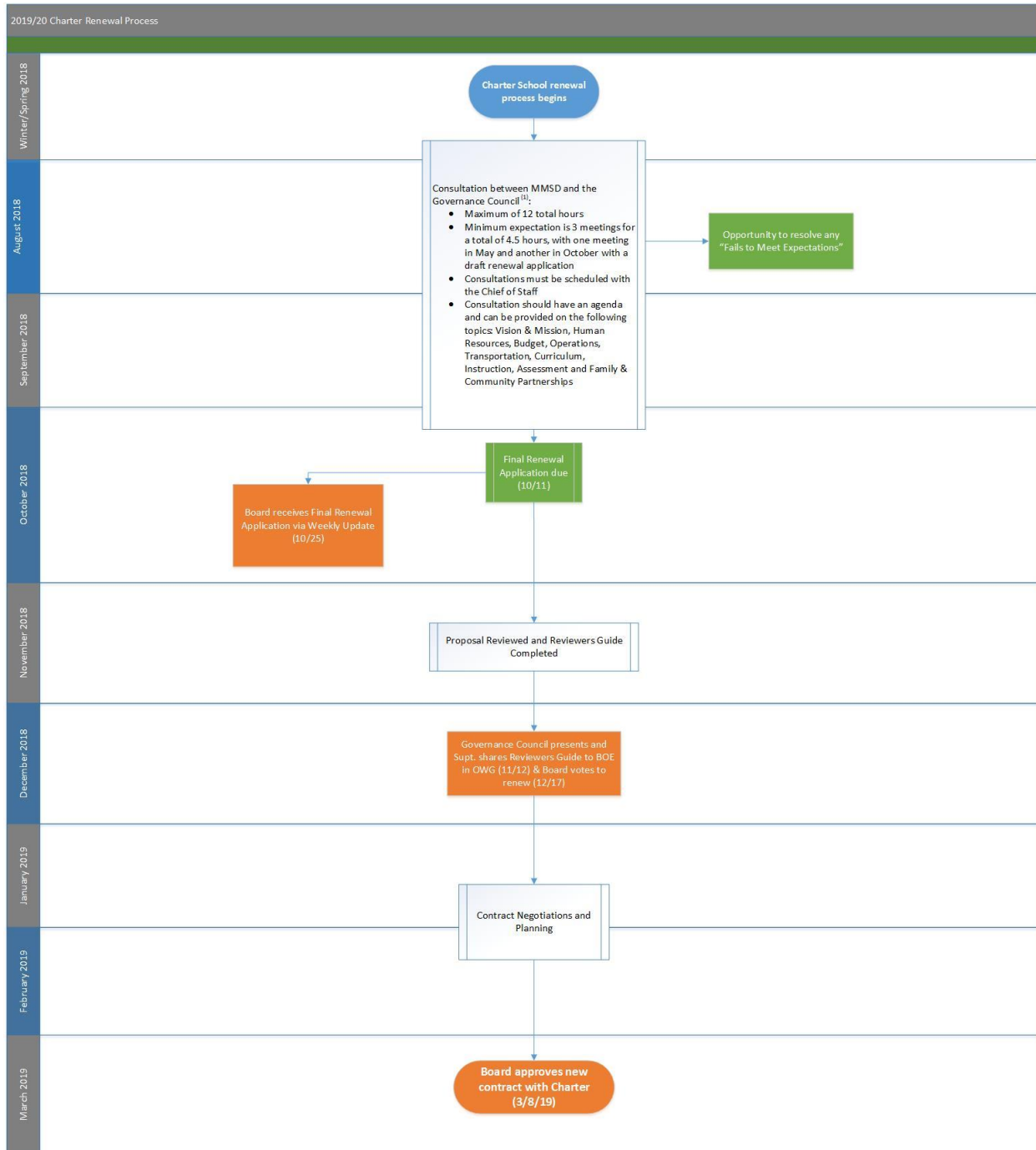
1. All charter schools must meet high standards of student achievement while providing increased educational opportunities, including broadening existing opportunities for struggling populations of students;
2. All charter schools must have an underlying, research-based theory and history of successful practice that is likely to achieve academic success;
3. All charter schools will provide information to parents and students as to the quality of education provided by the charter school and the ongoing academic progress of the individual student;
4. All charter schools will ensure equitable access to all students regardless of gender, race and/or disability;
5. All charter schools must be financially accountable to the DISTRICT and rely on sustainable funding models;
6. All charter schools must ensure the health and safety of all staff and students;
7. All externally-developed charter schools must be governed by a governance board that is registered as a 501(c)(3), tax-exempt charitable organization;
8. All charter schools must have a plan to hire, retain and recruit a highly-qualified, diverse staff;
9. All charter schools must have a clear code of student conduct that includes procedures for positive interventions and social emotional supports.

Wisconsin Statute sec. 118.40(7)(a): "...If the school board determines that the charter school is an instrumentality of the school district, the school board shall employ all personnel for the charter school..."



# Charter School Renewal Process

Below is a summary of the [process documented in that policy](#).



**Notes:**  
 Blue Box indicates MMSD Administration task; Orange Box indicates Board of Education task; Green indicates the Proposed Charter School Committee task.  
 1) MMSD cannot give legal advice to the Proposed Charter School Committee and cannot support governance incorporation of SOLc3. The Legal Dept. can point to current district policy and guidance, interpret policy, interpret the contract, and advise on the waiver process.  
 2) Board of Education questions will be held for Proposed Charter School Committee response until the December Operation Work Group (OWG meeting) and will be posted publicly.  
 3) Board of Education vote may happen as late as 1/30/19.



## Charter School Renewal Timeline

May 2 through October 15 – MMSD staff available for consultation (see Available MMSD Resources)

On or before June 15 – Charter School meets with MMSD Charter School Team for consultation (see Available MMSD Resources) for first of three required 90-minute consultations.<sup>1</sup>

Between July 15 and August 15 – Charter School meets with MMSD Charter School Team for second of three required 90-minute consultations.

Between September 15 and October 7 – Charter School meets with MMSD Charter School Team for third of three required consultation sessions. In this time, feedback is provided on the draft.

On or before October 11 – (depending on charter contract requirements) – Charter School submits twelve (12) copies of the completed Renewal Application to the MMSD Chief of Staff, in PDF or Word format.

October 25 – Board receives final submission.

Between October 11 and November 11 – MMSD Charter School Team reviews application and members complete Reviewer's Guide.

November Operations Work Group Meeting – Charter School presents to the Board of Education and District's administration share recommendation based on the completed Reviewer's Guide.

December Regular Board Meeting – Board of Education votes on renewal.<sup>2</sup>

Between January 1 and February 28 – If renewal is approved by the Board of Education, District administration and the Charter School negotiate the charter contract.

March Regular Board Meeting – Board of Education votes on charter contract.

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<sup>1</sup> All consultation sessions shall be scheduled through the Chief of Staff's Office. Minimally, the MMSD Charter School Team shall include the appropriate Chief of Schools - Elementary or Secondary, the Chief of Schools - Operations, a representative from Business Services, a representative from Human Resources, and the Assistant Superintendent of Teaching and Learning. The District shall have the authority to invite other central office staff to the consultation sessions, as appropriate. The Charter School shall be responsible for developing the agenda and providing it to the Chief of Staff's Office at least three (3) business days prior to the scheduled consultation session.

<sup>2</sup> If necessary, the renewal vote may be tabled until no later than the January Regular meeting.



## MMSD Resources Available to Governance Council

During the charter school renewal process (between May 1 and October 31) each charter school governance council is entitled to up to twelve (12) hours of consultative services related directly and exclusively to the renewal process and completion of the Charter School Renewal Application.<sup>3</sup> The District expects that at least one meeting happens in May and one meeting happens in October.

Each charter school is required to participate in a minimum of three (3), 90-minute consultation meetings prior to the submission of a completed Charter School Renewal Application (see Charter School Renewal Timeline, page 5).

All consultation meetings should be scheduled through the Chief of Staff's Office. Due to scheduling complexities, the Charter School should contact the Chief of Staff's Office at least two weeks prior to the preferred meeting date. The Charter School is responsible for identifying the departmental representatives (see list below) they wish to be in attendance for each meeting, except for the three required sessions. The MMSD will, minimally, have the appropriate Chief of Schools – Elementary/Secondary, the Chief of Schools - Operations, a representative from Business Services, a representative from Human Resources, and the Assistant Superintendent of Teaching and Learning (the MMSD Charter School Team) present at each of the three required consultation meetings.

The Charter School is also responsible for developing the agenda for each consultation meeting. The Charter School shall forward the agenda to the Chief of Staff's Office at least three (3) business days prior to the scheduled consultation meeting. The District may recommend additional modifications to the agenda as District staff deem appropriate. The Chief of Staff will forward the amended agenda to the charter school at least 24 hours prior to the scheduled consultation meeting.

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<sup>3</sup> These services shall be above and beyond the administrative services called out in the charter contract. These services are available exclusively to the governance council. Day-to-day administrative support is available to the school administrator/principal on a regular and ongoing basis.



Representatives from the following MMSD Departments are available to participate in consultation meetings:

- Superintendent/Chief of Staff
- Strategic Partnerships & Innovation
- Family, Youth & Community Engagement
- Chiefs of Schools
- Teaching and Learning (includes Curriculum and Instruction, Special Education, Student Services, the Office for Multilingual and Global Education, Early and Extended Learning, Advanced Learners and Multi-Tiered System of Support)
- Professional Learning and Leadership Development
- Research, Accountability and Data Use
- Human Resources
- Business Services (includes Accounting, Transportation, Food Service and Building Services)
- Legal Services<sup>4</sup>

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<sup>4</sup> Legal Services cannot provide legal advice to the Governance Council and cannot support the incorporation process. Legal Services can provide information regarding current District policies and practice, policy interpretation, contract interpretation and the waiver process.





## Charter School Renewal Application Process

Charter Schools must complete the Charter School Renewal Application using the available application template. All application sections must be completed. There is a maximum of 750 words allowed for each section, except for the Curriculum, Instruction and Assessment section, for which each subsection – Curriculum, Instructional Design and Assessment- can be 750 words. Applicants are expected to complete each section using prose. Lists and/or bullet points without prose are not an appropriate means of responding.

Each section must contain information related to the prior charter contract term as well as a vision for the future. This document provides Governance Councils with 'Look For' items in each application section. Responses must, minimally, contain information related to each of the "Look Fors" listed in each section. In addition, this document provides "Set Parameters" for a few of the sections.

A "Set Parameter" means the item(s) listed is a parameter for which the charter school may not propose an alternative approach. Any flexibility proposed must be within the parameter stated. Our intent for this section is not meant to limit innovation; rather, it is to ensure that the District's beliefs and values are honored and that state and federal laws are followed. "Set Parameters" are items that are eligible for clarification within the consulting meetings described in the flowchart on page 5.

Exhibits and/or appendices may be attached to the Charter School Renewal Application; however, to the extent possible, data and/or other information should be embedded into the body of the application as supporting materials for any assertions made.

Charter schools must submit a draft of the initial application for feedback, and then, prior to October 11, twelve (12) hard copies of the completed Charter School Renewal Application on or before the due date, October 11 to the Chief of Staff (unless otherwise indicated in the charter contract).

If the MMSD Charter Renewal Committee identifies any written sections in the Renewal Application as "Fails to Meet Expectations," the Governance Council will have the opportunity to update their application to address the concerns before the final application submission.



# I. School Information

## A. School's Vision, Mission and Goals

- State the school's vision, mission, and measurable goals
- Include discussion as to why it is necessary for the school to be a charter school in order to achieve this vision, mission, and goals
- Provide any evidence that the school is meeting its vision, mission and goals

## B. School's Core Beliefs, Values and Instructional Theory

- Include explanation of how the instructional theory enhances academic and enrichment opportunities for District students; specifically, how does the school provide innovative and distinctive educational programming aimed at accelerating outcomes for struggling student populations
- Reference any research that underpins the beliefs, values and, instructional theory
- Include high level summary of the schools beliefs and values round family and community engagement

## C. Vision for the Future

- Highlight any key changes to the Vision, Mission, Goals, Belief and Values and/or Instructional Theory moving forward. Consider and explain why the changes are necessary; how these changes will impact current students, incoming students, families and staff; and, whether the changes have considered and/or are responsive to stakeholder (student, family, and staff) demand

## Set Parameters

Every Charter School must have a mission statement that is clear and measurable.



## II. Governance Council and Leadership Structure

### A. Governance Council

Consider and explain:

- Membership including number of members, roles (staff, parent, community members), etc.
- Leadership positions on council and function of each
- Term for members and selection process for filling vacancies
- Role/Authority of the Council
- Functioning of Council including meeting schedule and committee structure
- Interaction between Council and School Leadership, including systems for communication and information exchange, including staff input into Council decisions
- Council's process for collaborating and engaging with the school, families, students and MMSD central office, including family participation including Council decisions
- Attach copies of incorporation documents
- Attach copies of bylaws

### B. Leadership Structure

Consider and explain:

- School Leadership Team structure, membership and responsibilities
- Process for staff input into school leadership team decisions
- Process for family participation in the school leadership team decisions
- Copy of the Scope and Sequence of School Leadership meetings, including estimated dates and topics to be discussed

### C. Planned Changes to Governance Council and/or Leadership Structure for Renewal Term

Consider and explain:

- Intended changes to any of the items set forth above



- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.

## Set Parameters

All governance councils must include balanced representation from the following key stakeholder groups:

- Staff
- Family Members
- Community Members

All Governance Councils must be appropriately incorporated and recognized as a 501c3.



## III. Student Body/Demographics

### A. Student Body/Demographics

Consider and explain:

- Average Annual Enrollment and assigned attendance area for term of the charter contract, but no less than three years
- Student demographics for the term of the charter contract, but no less than three years, including racial/ethnic diversity, socioeconomic status, special education status (by disability area), advanced learner status and ELL status (by home language and ACCESS score)
- Student recruitment strategy
- The minimum and maximum student enrollment, school-wide and by grade-level
- Lottery/Student Selection Process, including process for back-filling seats when students leave

### B. Planned Changes to Recruitment Strategy and/or Student Selection Process for Renewal Term

Consider and explain:

- Intended changes to any of the items set forth above
- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.



## IV. School Data

### A. Student Academic Achievement Data and Analysis

Consider and explain:

- Outcome data for all state and district required summative assessments included in the School's assessment plan broken down by race/ethnicity, gender, special education status, ELL status, and advanced learner status, including measures of proficiency and growth, with a root cause analysis for all results that fall below established goals and expectations
- Process for making continuous improvement efforts at the school, classroom, and student level based on the data analysis

### B. Student Attendance Data

Consider and explain:

- Average daily attendance rate, chronic absenteeism rates, and truancy data broken down by race/ethnicity, gender, special education status, ELL status, and advanced learner status for the term of the charter contract, but no less than three years
- Student retention rates broken down by race/ethnicity, gender, special education status, ELL status, and advanced learner status identifying the percentage of each category of student leaving and staying at the school for the term of the charter contract, but no less than three years
- Process for making continuous improvement efforts at the school, classroom, and student level based on the data analysis

### C. Student Behavior Data

Consider and explain:

- Student behavior data including number of incidents, number of out-of-school suspensions and expulsions, and number of in-school suspension by race/ethnicity, gender, special education status and ELL status for the term of the contract, but no less than three years



- Student behavioral intervention data for the term of the contract, but no less than three years
- Student restraint and seclusion data for the term of the contract, but no less than three years

#### **D. Climate Survey Data**

- Results of Student Climate Survey for the term of the contract
- Results of Staff Climate Survey for the term of the contract
- Results of Family Climate Survey for the term of the contract

#### **E. Student Access to Opportunities**

Consider and explain:

- Student access to world language instruction including explanation of opportunities and student participation data by race/ethnicity, gender, special education status , ELL status, and advanced learner status for the term of the contract, but no less than three years
- Student access to fine arts courses and/or programming including art, music and/or theater including an explanation of the opportunities and student participation data by race/ethnicity, gender, special education status , ELL status, and advanced learner status for the term of the contract but no less than three years
- Student access to extra-curricular and after school opportunities including an explanation of the opportunities and student participation data by race/ethnicity, gender, special education status , ELL status, and advanced learner status for the term of the contract but no less than three years
- Process for making continuous improvement efforts at the school, classroom, and student level based on the data analysis

#### **F. A Summary Document Providing an Overview of All Student Results Using the Accountability Measures Set Forth in the Charter School Contract**

#### **G. Data Summary Related to Progress Towards Goals Set Forth in the Charter School Contract**



## V. School Improvement Planning

### A. School Improvement Planning Processes

Consider and explain:

- Attach copies of the School's academic accountability plans for the term of the current charter contract, which, minimally, include measurable student performance goals
- Goals for stated targeted student populations, and identify the evaluation tools used to measure these outcomes
- Attach copies of and explain the School's professional development plans for the term of the current contract
- The MMSD School Improvement Plan (SIP) template may be used to fulfill this section of the application. The MMSD SIP can also be modified as the charter school sees fit.

### B. Planned Changes to the School Improvement Planning for Renewal Term

Consider and explain:

- Intended changes to any of the items set forth above
- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.





## VI. Family Engagement

### A. Family Engagement

Consider and explain:

- Strategies for family engagement, include any scope and sequence documents supporting professional development that supports these strategies
- Any school requirements for families to participate in the school
- Practices for student progress reporting to families
- Analysis of Family Climate Survey results

### B. Planned Changes to Family Engagement for Renewal Term

Consider and explain:

- Intended changes to any of the items set forth above
- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.

## Set Parameters

All charter schools must have a documented family engagement strategy.



## VII. Curriculum, Instruction & Assessment

### A. Curriculum

Consider and explain:

- Describe the courses offered and curriculum and instructional materials within each course
- If different curriculum resources and instructional materials than made available to other District schools, explain why the alternative curriculum was selected, and how it is intended to impact, improve and accelerate student achievement
- Copies of curriculum that differs from District selected curriculum
- Alignment of curriculum to state standards
- Teacher development around content of curriculum and alignment of courses to mission, values, beliefs and vision
- Curriculum development and planning structures, including teacher teaming and horizontal and vertical alignment
- Administrative evidence to ensure curriculum is being implemented with fidelity
- Process for assessing effectiveness of curriculum, modifying and improving curriculum

### I. Planned Changes to Curriculum for the Renewal Term

Consider and explain:

- Intended changes to any of the items set forth above.
- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.



## Instructional Design

### **B. Instructional Design**

Consider and explain:

- The “Model of Instruction” in place and an explanation of why such model was selected and how it is intended to impact, improve and accelerate student achievement
- Expectations regarding implementation of instructional strategies
- Administrative evidence related to instructional practice implementation
- Master schedule that supports model of instruction
- Staffing model utilized to support the instructional design

### **I. Planned Changes to Instructional Design for Renewal Term**

Consider and explain:

- Intended changes to any of the items set forth above
- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.



## Assessment

### C. Assessment Plan

Consider and Explain:

- Measures used to gauge screening, diagnostic, formative and summative student academic progress, including all state and district assessments
- Attach a completed copy of the school assessment calendar (template provided within the MMSD SIP is acceptable)
- The process for communicating student assessment data to families
- Explanation of data use process, how and what data is used to inform instruction, and the timeline for that data use

### I. Planned Changes to Assessment Plan for Renewal Term

Consider and explain:

- Intended changes to any of the items set forth above
- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.

## Set Parameters

All charter schools must implement the state assessment system including the Forward Exam, the ACT and ACCESS for ELLs. All charter schools must also use mandatory assessments used for district accountability and reported in the MMSD Annual Report, including any early literacy assessments and Measures of Academic Progress (MAP). If the CogAT is not used, there must be an assessment and process for identifying advanced learner students.

It is an expectation that, in addition to the standardized assessments, charter schools will implement an assessment system that includes performance-based assessments as well as formative assessments that address the school's innovative instructional design.



## VIII. Student Behavior Management

### A. Student Behavior Management System

Consider and explain:

- Beliefs and values for student behavior management
- Description of the School's positive behavior response system and implementation plan
- Roles and responsibilities assigned to staff responsible for implementing behavior response system
- Procedures for implementing a positive behavior support system including the process for educating students and families, and offering students and families with social-emotional supports and interventions
- Analysis of student behavior data

### B. Process for making continuous improvement efforts at the school, classroom, and student level based on the student climate data analysis

### C. Planned Changes to Student Behavior Management for Renewal Term

Consider and explain:

- Intended changes to any of the items set forth above
- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.

## Set Parameters

The district will not approve requests for waivers to Board of Education policy 4502 B and C (Behavior Education Plan).



## IX. Key Partnerships

### A. Key Partnerships

- List existing partners, their role and their impact on school and student achievement including a summary of any resources provided to the school
- Attach copies of existing Partnership Agreements

### B. Planned Changes to Key Partnerships for Renewal Term

Consider and explain:

- Future plans and strategies for additional partnerships
- Intended changes to any of the items set forth above
- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.



## X. Human Resources

### A. Staff Recruitment and Retention Plan

Consider and explain:

- Data related to staff demographics including race/ethnicity, gender and certification area
- Staff retention data for the term of the contract, but no less than three years
- Process for recruiting and hiring high-qualified, diverse staff including a description of any core competencies included in postings for School staff that differ from District competencies
- Staffing plans and assignments for the term of the contract, but no less than three years

### B. Staff Evaluation Plan

Consider and explain:

- Teacher evaluation structures
- Process for making continuous improvement efforts at the school, classroom, and student level based on the teacher evaluation data and staff climate data analysis

### C. Planned Changes to Human Resources for the Renewal Term

Consider and explain:

- Intended changes to any of the items set forth above
- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.

## Set Parameters

The school must have a teacher evaluation system in place.



## XI. Transportation

### A. Transportation Plan

Consider and explain:

- How the school meets student transportation needs, including for students who may not be eligible for District-provided transportation
- How the school meets transportation needs for students attending before or after school activities embedded into, or supporting, the instructional design

### B. Planned Changes to the Transportation Plan for the Renewal Term

Consider and explain:

- Intended changes to any of the items set forth above
- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.





## XII. Waivers

### A. Use of Statutory Waivers

Consider and explain:

- Which statutory waivers the School currently uses and the benefit of the flexibility offered by the use of such waiver
- The waiver's Impact on the School's overall Instructional Design and why the waiver is necessary to carry out the work

### B. Use of Waivers of Board Policy

Consider and explain:

- Which policy waivers the School currently uses and the benefit of the flexibility offered by the use of such waiver
- The waiver's impact on the School's overall Instructional Design and why the waiver is necessary to carry out the work
- If the application includes any waivers for the District's ELL Policy/ELL Plan, the Advanced Learner Policy/Advanced Learner Plan, or the Special Education Plan, there must be a very clear description of the systems and processes in place to ensure the students impacted by these plans are adequately served within the charter school setting

### C. Use of Waivers of Collective Bargaining Agreements/Employee Handbook

Consider and explain:

- Which provisions of the Collective Bargaining Agreements/Employee handbook waivers the School currently uses and the benefit of the flexibility offered by the use of such waiver
- The waiver's impact on the School's overall Instructional Design and why the waiver is necessary to carry out the work

### D. Methods of Communicating Waivers to Stakeholders

Consider and explain:

- How the School communicates to all families, including the families of student applicants, incoming students and current student, which



waivers the school uses and the practical impact of the waiver of the student's and family's experience at the School

## **E. Planned Changes to Waivers for the Renewal Term**

Consider and explain:

- Intended changes to any of the items set forth above
- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.

## **Set Parameters**

The District will not approve requests for waivers to any of the following Board of Education policies:

- Policy 4400 (Investigation, Search and Arrest)
- Policies 4502 B and C (Behavior Education Plan)
- Other Board Polices: Religious holiday policy; Part time student contracts; Course Credit process; Restraint/Seclusion; and Child Abuse Reporting.



## XIII. Financial Considerations

### A. Financial Operations

Consider and explain:

- The School's financially sustainable funding model including expectations around District funds and external fundraising
- The process for developing the annual budget including roles and responsibilities of individuals, the School administration and the Council
- Council's role in reviewing the budget throughout the year
- Council's role in fundraising efforts
- Current debt incurred by the Council and lines of credit approved for the Council/school
- Copies of written policies/procedure regarding internal financial controls

### B. Planned Changes to Financial Operations for Renewal Term

Consider and explain:

- Intended changes to any of the items set forth above
- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.

## Set Parameters

In order to ensure sustainability and feasibility, budget proposals may not unreasonably exceed the per pupil cost allocation unless accounted for by fundraising. Additionally, the charter school budget must be provided in the template provided by the District.



## XIV. Facility/Safety Planning

### A. Facility Plan<sup>5</sup>

Consider and explain:

- The School's facility plan, including how the location supports and enhances the School's instructional vision

### B. Process for ensuring the health and safety of all students

- Submit the school safety plan with roles and responsibilities, including a fire drill, tornado, code red, etc.

### C. Planned Changes to the Facility Plan for the Renewal Term

Consider and explain:

- Intended changes to any of the items set forth above
- Include evidence of stakeholder engagement and feedback regarding these proposed changes, including meeting agenda/minutes, meeting notices, surveys, etc.

## Set Parameters

All facilities included in the proposal must be safe, accessible for students with special needs, and able to hold the budgeted number of student enrollments.

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<sup>5</sup> This section, upon request, may be waived for Schools currently operating in a District-owned facility if the school intends to continue housing the School in the same location.



## XV. Legal Requirements

- A. Process for ensuring compliance with legal requirements effecting charter schools**
  
- B. Process for ensuring equitable access to all students regardless of race/ethnicity, gender and/or disability**



## XVI. Additional Considerations

- A.** Any other data elements supporting the school's success not yet discussed
  
- B.** Any other aspect(s) of the School that is changing during the Renewal Term not yet considered in this application



## Appendix A

[The downloadable Renewal Application Template can be found here.](#)